

GOOSEWELL ACADEMY FIRST AID POLICY

DfE Guidance First Aid in Schools (August 2000.Updated February 2014)

General Statement

Goosewell Academy is committed to providing emergency first aid cover to deal with accidents which may occur to employees, children and visitors. To achieve this the school will:

- Have a minimum of one suitably stocked first aid box/soft pouch in each Key Stage area.
- Have designated first aiders who will maintain stocks within first aid boxes/pouches.
- Information for employees, children and parents on first aid provision can be found on the school website.
- A label will be displayed in each classroom identifying the location of the first aid box/soft pouch.
- The names of trained first aiders are displayed in the medical room. They are First Aid at Work or Paediatric First Aid qualified
- Have a procedure for managing accidents.
- Review the arrangements for first aid annually.

First Aid Boxes/Soft pouches

All first aid boxes/soft pouches in school will conform to the Health and Safety Executives (HSE) minimum provision and are located in:-

- Each classroom
- Playtime/lunchtime pouches in the Foundation Stage and Y5 & 6 playground if outdoor lunchtime play on the field.
- Medical Room

If sick or toileting accidents need to be cleaned up, please notify reception desk who will contact the Site Manager.

Accidents

In the event of a pupil having an accident involving an injury or suspected injury during a session time the following procedure will be followed:-

- Send adult/suitable child to/for named first aider
- Ensure safety of injured child/and other children
- Do not take action until first aider arrives
- Record any accident you treat.
- Record date, time, place of incident, child's name, class, what happened, treatment given, name and signature of person making record.
- If dealing with blood or body fluid wear gloves to protect self and child.
- If applying plasters, use antiseptic wipes to clean and check with child that they can have plasters in case of allergy.

Accident Reporting

All accidents will be recorded and reported according to the Authority's guidelines. There are two types of accidents forms white and pink depending on the severity of the accident. All head injuries must be seen by a trained first aider.

- The date, time and place of the incident.
- The name (and class) of the injured person.
- Details of injury and what first aid treatment was given.

- What happened to the person immediately afterwards.
- Name and signature of the person or first aider dealing with the incident.
- Incident **MUST** be reported back to class teacher with accident form to be sign by class teacher and then sent home.

Procedures if a child sustains an injury to the head or other serious injury:

- A first aider **MUST** see the child
- To record the accident in the accident book
- To complete a head/injury form (ensuring teacher and parent are notified).
- Head/injury forms should be handed to the class teachers making them aware of child involved.
- If an ice pack is needed these are held in the fridge in Medical Room, Foundation Stage and in KSI.
- If a child has serious injury or an ambulance is called, a REACH incident/accident form must be completed by the first aider with witnesses, available from the office. This is completed in addition to the routine accident paperwork.

First Aid Training

The school will maintain an up-to-date list of those employees who have undergone emergency first aid training. A register is held centrally in the school office.

School Visits and Journeys away from school

Before undertaking any off-site activities, risk assessments including first aid provision will be made by the trip organiser using EVOLVE (school risk assessment system). Where appropriate a portable first aid kit will be carried, the contents of which will conform to the Authority's guidance.

When taking first aid for school trips, kits are available in the medical room.

- Please check these have all the items needed in them before leaving. If you are not sure check with a First Aider
- Any equipment borrowed must be signed out in the book provided.
- Please return all first aid equipment to where it belongs
- Report any shortages to the first aider
- First aid stocks are kept in the medical room

Administering medicines

Medicines can only be given if an Administration of Medicines form has been completed by parents and only then if the medicine has been prescribed by a physician or pharmacist with a dispensing label. When giving medicines, details must be entered on the school register for administering medicines.

Medical Registers

Class teachers hold updated copies of children's medical needs.

Some children will have an Individual Health Care plan where they have an ongoing medical condition that requires a specific course of action or treatment plan. Individual Health Care plans are reviewed annually with parents and medical professionals.

In some cases, for example food allergies, photographs of children are displayed with parent's consent regarding their medical condition and information on how to respond in an emergency.

Arrangements for First Aid during Playtimes and Outdoor activities

- Member of staff on duty with responsibility for first aid will administer treatment.
- Procedure to be followed if injury is serious: - see above
- All injuries must be recorded in accordance with the procedures for reporting accidents. See above
- Lunchtimes – minor injuries to be dealt with by Mealtime Assistants.
- Sport sessions – Person in charge to ensure that a fully stocked First Aid pouch is taken to all activities.

Nut Allergy

There are several children in school with a serious allergy to nuts. All have Individual Health Care Plans which are available from the class teacher or School SENCO. Staff receive Epi-pen training annually when needed.

Parents are requested at regular intervals via the weekly school newsletter to be aware of the contents and consequences of sending food into school that contains nut or nut products. All children have symptoms of a different nature, details of which can be found in their individual Health Care Plan.

In the event of a child suffering an allergic reaction, a first aider should be sent for immediately but Epi-pen trained staff dealing with this child should take immediate action if thought necessary.

This policy updated in September 2019

Next review September 2020